



Federal Program Office (FPO)

User Manual

Create a Universal Request for Application (RFA)

NOAA Grants Online Program Management Office

October 2015
Version 4.17

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Overview

This document guides the Federal Program Officer (FPO) through the steps to create and publish a Universal Request for Application (RFA). In Grants Online, Non-Competitive is a sub-category of the Universal RFA. Throughout this document, the two terms are used interchangeably.

Prepare to Create a Universal RFA

Creation of the RFA is the initial action performed by the Federal Program Officer. Prior to creating the RFA, the following information is required:

- RFA Name – identified by the Federal Program Officer
 - Easily identifiable names are preferred
- Catalog of Federal Domestic Assistance (CFDA) Number
- Type of Universal RFA (Hard Earmark, Soft Earmark, Non-Competitive, etc.)
- Fiscal Year
- Approximate funding amount for the RFA
- Application Due Date
- Recipient Name
- Contact person within the agency/bureau responsible for answering questions related to the RFA
- Name of Program Officer(s) who will process the application
 - Identified during the routing phase of RFA creation
- Application Package – forms the applicant must include with the application
- Application Instructions (optional)



NOTE: Although the examples in this manual are based on National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

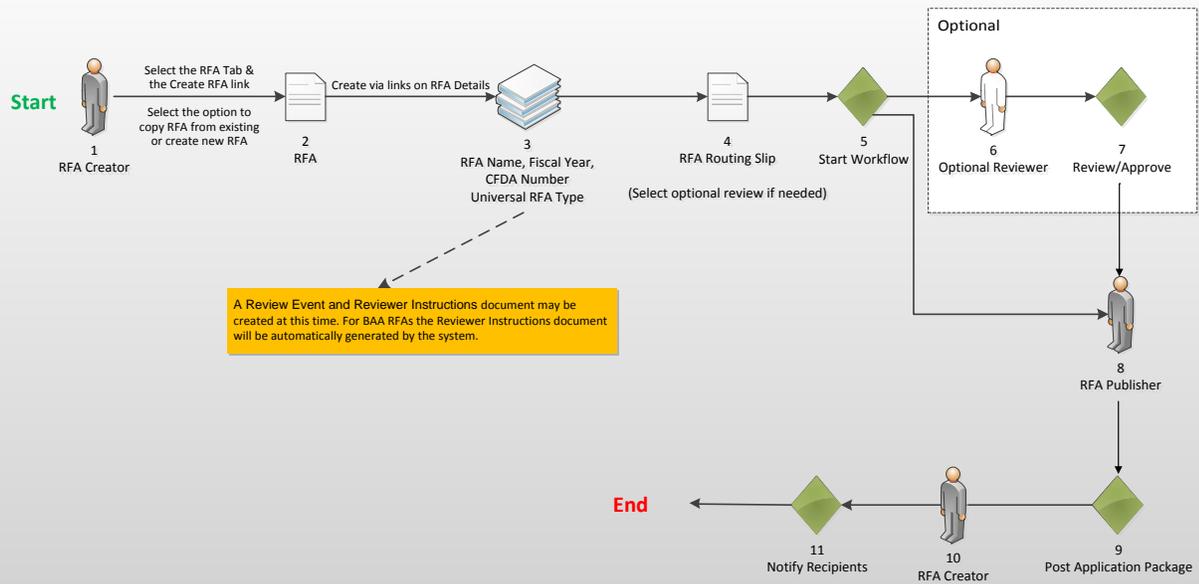
Federal Program Office – Create a Universal RFA

Process Diagram – Create RFA, Post Application Package Overview

Create RFA, Post Application Package Overview (UNI-1)

October 5, 2015

Version 4.17



Create a Universal RFA

1. Click the **RFA Tab** located at the top of the webpage.
2. Click the RFA Type (radio button) – Non-Competitive.
3. Click the **Create New from Scratch** radio button.
4. Click the **Create RFA** button and the image displayed on page 10 is visible. Follow the instructions on page 10 (Create New from Scratch).

The screenshot shows the 'Create RFA' page in the Grants Online Ms. Grants Student25 system. The top navigation bar includes 'Inbox', 'RFA', 'Application', 'Awards', 'Account Management', 'Reports', and 'Help'. The 'RFA' tab is highlighted. Below the navigation bar, there is a 'Welcome to Grants Online Ms. Grants Student25. You are logged in to TRAIN2P.' message and a 'Log Off' button. The main content area is titled 'Create RFA' and contains the following options:

Choose Type:

- Competitive
- Congressionally Directed
- Formula/Allotment
- Noncompetitive
- Broad Agency Announcement
- Congressionally Mandated
- Institutional

Choose Action:

- Create New from Scratch
- Create New from Existing

A 'Create RFA' button is located at the bottom of the form.

5. As an alternative to Step 3, the user may select the **Create New from Existing** radio button.
6. Click the **Create RFA** button and the image displayed on page 8 is visible. Follow the instructions on page 8 (Create New from Existing) to complete this portion of the process.

The screenshot shows the 'Create RFA' page in the Grants Online Ms. Grants Student25 system. The top navigation bar includes 'Inbox', 'RFA', 'Application', 'Awards', 'Account Management', 'Reports', and 'Help'. The 'RFA' tab is highlighted. Below the navigation bar, there is a 'Welcome to Grants Online Ms. Grants Student25. Your password expires in 7 days. You are logged in to TRAIN2P.' message and a 'Log Off' button. The main content area is titled 'Create RFA' and contains the following options:

Choose Type:

- Competitive
- Congressionally Directed
- Formula/Allotment
- Noncompetitive
- Broad Agency Announcement
- Congressionally Mandated
- Institutional

Choose Action:

- Create New from Scratch
- Create New from Existing

A 'Create RFA' button is located at the bottom of the form.

Create New from Existing

1. When the user clicks the **Create New from Existing** radio button, s/he must enter data for at least one of the four fields visible on the screen (RFA Name, Funding Opportunity Number, CFDA Number, or the Fiscal Year).
2. Click the **Search** button. If the user has not entered data associated with an existing Non-Competitive RFA, the system returns the phrase “Nothing Found to Display.”

Search for RFA

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :
(use format YYYY)

Selected Type : **Non-Competitive**

Search Results

Nothing found to display.

3. From the list of existing RFAs, click the **Select** link beside the appropriate Non-Competitive RFA.

Search for RFA

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :
(use format YYYY)

Selected Type : **Non-Competitive**

Search Results

52 items found, displaying all items.1

RFA ID	Name	Type	FFO Number	Competition Name	Competition Id	Fiscal Year	Publication Date	Competi
Select	test november 7 2014	Noncompetitive	NOAA-GOT-OCPO-2015-2003641		Select	2015		
Select	Universal test -- Aug 2015 class	Noncompetitive	NOAA-GOT-OCPO-2015-2003731		Select	2015	2015-07-16	
Select	GOL06 - Nov 2014	Noncompetitive	NOAA-GOT-OCPO-2015-2003614		Select	2015	2014-11-03	
Select	Gstudent07 Non Comp FRA Aug 2015 Class	Noncompetitive	NOAA-GOT-OCPO-2015-2003748		Select	2015		
Select	Larry's Project 1	Noncompetitive	NOAA-GOT-OCPO-2015-2003620		Select	2015		
Select	Student02 RFA	Noncompetitive	NOAA-GOT-OCPO-2015-2003737		Select	2015	2015-08-03	
Select	Test 121614	Noncompetitive	NOAA-GOT-OCPO-2015-2003662		Select	2015		

- From the Action dropdown menu select **View RFA Details** and click the **Submit** button.

RFA
 Id: 2278996
 Status:
 Action: View RFA Details **Submit**
 Your Comments:
 Spell Check
 Save Comment
[View the routing slip >>](#)

- On the Non-Competitive RFA Details screen, the default RFA Name* is typically “Copy1 of XXXX” – where XXXX is the name of the existing RFA upon which the new RFA is based. To ensure the new RFA is easily identifiable, the user should **change the RFA Name**. Carefully review and make changes to the other RFA Header Information data elements where appropriate.

RFA Details
RFA Header Information
 Document ID: 2278996
 RFA Name *: Copy1 of Universal test -- Aug 2015 class
 Fiscal Year *: 2015 (YYYY)
 Announcement Type: I
 Funding Opportunity Number: GOT-OCPO-2015-2003789
 Line Office: Grants Online Training (GOT)
 Assigned Program Office *: GOT One Commerce Program Office (OCPO)
 Assigned Program Officer *: Student25, Grants
 CFDA Number *: 11.999 - Grants Online Training Program
 SubProgram: -Select a Sub Program-
 RFA Type *: Noncompetitive

- After updating the RFA Header Information, scroll to the bottom of the screen and click the **Save** button.

Special Award Conditions

Name	Description
Special Award Condition for Universal Test Award -- August 2015 View/Edit	This is where I would put my description for the Special Award Conditions I wish to associated with this Test Universal Award.

Matching Requirements
 No Matching Requirements have been defined.
[View/Edit](#)

Review Events No review events have been defined.
[Add New >>](#)

Attachments:
 No attachments.
 Add new Attachment: [+]
 Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.
[Large File Guidance](#)

Save **IRFA Routing Slip – Start Workflow** **Cancel**

- Instructions for the Additional RFA Information section start on page 11.

Create New from Scratch

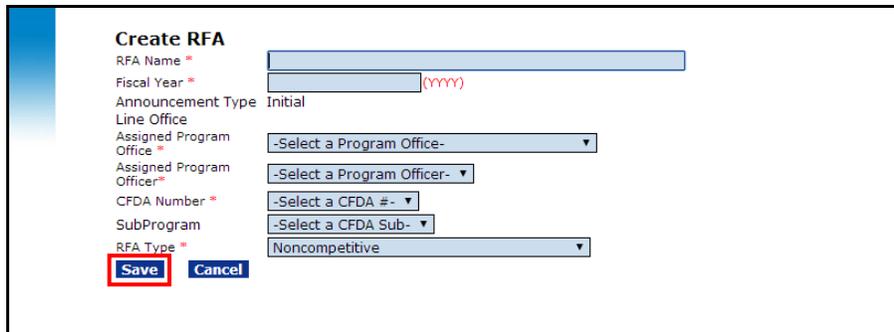
When the user selects the option to **Create New from Scratch**, s/he will commence by supplying data for mandatory fields. A red asterisk (*) denotes a mandatory field.

Header Information

1. Enter data for the following fields:

- RFA Name*
- Fiscal Year (YYYY)*
- Line Office
NOTE: Populated based upon the user's assigned Line Office
- Assigned Program Office*
- Assigned Program Officer*
- CFDA Number*
NOTE: Only Catalog for Domestic Assistance (CFDA) numbers associated with the user's Line Office will display. If the user needs to add a CFDA number not in the list, s/he should contact the Help Desk.
- Sub Program
- RFA Type*

2. Click the **Save** button.



The screenshot displays the 'Create RFA' form with the following fields and options:

- RFA Name ***: Text input field.
- Fiscal Year ***: Text input field with a red asterisk and '(YYYY)' placeholder.
- Announcement Type**: Set to 'Initial'.
- Line Office**: Text input field.
- Assigned Program Office ***: Dropdown menu with '-Select a Program Office-'.
- Assigned Program Officer ***: Dropdown menu with '-Select a Program Officer-'.
- CFDA Number ***: Dropdown menu with '-Select a CFDA #-'.
- SubProgram**: Dropdown menu with '-Select a CFDA Sub-'.
- RFA Type ***: Dropdown menu with 'Noncompetitive' selected.

At the bottom left, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Specify Additional RFA Information

Upon successfully saving the RFA Header information, the user is prompted to enter additional information associated with the RFA. This additional information includes funding amounts, due dates, contact information, and application routing. The first group of data fields is listed below:

- Anticipated Funding Amounts for All Recipients*
- Application Due Date* (MM/DD/YYYY)
- Application Due Time* – HH:MM AM/PM
NOTE: This is a holdover from the competitive RFA processing which includes a required application due time. In most instances, the appropriate entry for this field is 11:59 PM.
- Anticipated Award Date (MM/DD/YYYY)

The screenshot shows the 'RFA Details' page in the Grants Online Ms. Grants Student25 application. The 'RFA Additional Information' section is highlighted with a red box and contains the following fields:

- Anticipated Funding Amount for All Recipients*: \$0.00
- Application Due Date* (MM/DD/YYYY): []
- Application Due Time* (HH:MM) [] PM Eastern
- Anticipated Award Date (MM/DD/YYYY): []



NOTE: The information entered on this page is used to compile the Grants Plan Report. Upper management uses the report to determine funding release amounts for each fiscal year.

Selected Federal Addresses

1. Click the **View/Edit** link beneath the Selected Federal Addresses* header.
2. The screen shot below displays all data fields that comprise the RFA Additional Information section. The user probably will not be able to view this screen without using the scroll bar.

Selected Federal Addresses *
No addresses have been selected.
[View/Edit](#)

Selected Federal Contacts *
No contacts have been selected.
[View/Edit](#)

Recipient Information/Application Details * No recipients have been selected.
[Add New](#)

Mission Goals Information * No mission goals have been selected.
[View/Edit](#)

Application Routing *
No Program Officers are assigned to receive applications
 Workload State [View/Edit](#)

Application Package *
Package not found.
An application package has not been selected.
[View/Edit](#)

Minimum Requirements *

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application

[View/Edit](#)

Special Award Conditions
No Special Award Conditions are associated with this RFA.
[View/Edit](#)

Matching Requirements
No Matching Requirements have been defined.
[View/Edit](#)

Review Events No review events have been defined.
[Add New >>](#)

Attachments:
No attachments.
Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

[Save](#) [RFA Routing Slip – Start Workflow](#) [Cancel](#)

- To search for a Federal Address, specify information for one or more of the fields. Provide data for the minimum number of fields necessary to conduct the search. If the user specifies search criteria for more than one field, s/he is requiring the system to search and match all information entered. Please note, all Grants Online Federal and Grantee addresses that meet the specified criteria will be returned when the search is executed.
- Click the **Search** button.

Noncompetitive RFA Details

RFA Header Information

Document ID: 2256808	CFDA Number: 11.999
Announcement Type: Initial	SubProgram:
Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003551	Assigned Program Office: GOT One Commerce Program Office (OCPO)
Line Office: Grants Online Training (GOT)	Assigned Program Officer: Ms. Grants Student25
RFA Name: test 0508	RFA Type: Noncompetitive
Fiscal Year: 2014	Publication Date: Not Published

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search Results

11 items found, displaying all items.1

Program Office Name	Address
<input type="checkbox"/> Southwest Wetlands Interpretive Association	708A Seacoast Drive, Imperial Beach, CA 91932 USA
<input type="checkbox"/> The Conservancy of Southwest Florida	1450 Merrihu Drive, Naples, FL 34102 USA
<input type="checkbox"/> Southwest Research Institute	6220 Culebra Road, San Antonio, TX 78228 USA
<input type="checkbox"/> Southwestern Indian Polytechnic Institute	P.O. Box 10146-9169, Albuquerque, NM 87184 USA
<input type="checkbox"/> University of Southwest Louisiana	null, Lafayette, LA 70504 USA
<input type="checkbox"/> Southwest Missouri State University	901 S National Ave, Springfield, MO 65804 USA
<input type="checkbox"/> NOAA/ NMFS, Southwest Fisheries Center	2570 Dole Street, Honolulu, HI 96822-2396 USA
<input type="checkbox"/> University of Southwest Louisiana	300 E. Mary Street, Lafayette, LA 70504-2451 USA
<input type="checkbox"/> University of Southwest Louisiana	300 East St. Mary Blvd, Lafayette, LA 70504 USA
<input type="checkbox"/> Fisheries Southwest Region Program Office (SW)	501 WEST OCEAN BLVD, Long Beach, CA 90802-4213 USA
<input type="checkbox"/> Southwest Fisheries Science Center	P.O. Box 271, La Jolla, CA 92038 USA

- To indicate the address s/he wishes to select, the user should click the check box next to the appropriate Program Office's name and address.
- Click the **Add to RFA** button.

Noncompetitive RFA Details

RFA Header Information

Document ID: 2256808	CFDA Number: 11.999
Announcement Type: Initial	SubProgram:
Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003551	Assigned Program Office: GOT One Commerce Program Office (OCPO)
Line Office: Grants Online Training (GOT)	Assigned Program Officer: Ms. Grants Student25
RFA Name: test 0508	RFA Type: Noncompetitive
Fiscal Year: 2014	Publication Date: Not Published

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search Results

11 items found, displaying all items.1

Program Office Name	Address
<input type="checkbox"/> Southwest Wetlands Interpretive Association	708A Seacoast Drive, Imperial Beach, CA 91932 USA
<input type="checkbox"/> The Conservancy of Southwest Florida	1450 Merrihu Drive, Naples, FL 34102 USA
<input type="checkbox"/> Southwest Research Institute	6220 Culebra Road, San Antonio, TX 78228 USA
<input checked="" type="checkbox"/> Southwestern Indian Polytechnic Institute	P.O. Box 10146-9169, Albuquerque, NM 87184 USA
<input type="checkbox"/> University of Southwest Louisiana	null, Lafayette, LA 70504 USA
<input type="checkbox"/> Southwest Missouri State University	901 S National Ave, Springfield, MO 65804 USA
<input type="checkbox"/> NOAA/ NMFS, Southwest Fisheries Center	2570 Dole Street, Honolulu, HI 96822-2396 USA
<input type="checkbox"/> University of Southwest Louisiana	300 E. Mary Street, Lafayette, LA 70504-2451 USA
<input type="checkbox"/> University of Southwest Louisiana	300 East St. Mary Blvd, Lafayette, LA 70504 USA
<input type="checkbox"/> Fisheries Southwest Region Program Office (SW)	501 WEST OCEAN BLVD, Long Beach, CA 90802-4213 USA
<input type="checkbox"/> Southwest Fisheries Science Center	P.O. Box 271, La Jolla, CA 92038 USA

Federal Program Office – Create a Universal RFA

7. If the user needs to specify another address, s/he must complete steps 3-6 again.
8. If the user made a mistake and wants to remove an address, click the check box next to the organization's name and click the **Remove from RFA** button. The user must repeat steps 3-6 to select a new address.
9. When the user is satisfied with the selected address (es), s/he should click the **Done** button.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search

Search Results

Nothing found to display.

Add to RFA

Selected Addresses for this RFA

One item found.1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	Southwestern Indian Polytechnic Institute	P.O. Box 10146-9169, Albuquerque, NM 87184 USA

Remove from RFA (If appropriate)

Done

Selected Federal Contacts

1. Click the **View/Edit** link under the Selected Federal Contacts* header. The Federal Contact is the staff member the applicant will contact with any questions about the Funding Opportunity.

Selected Federal Addresses *
No addresses have been selected.
[View/Edit](#)

Selected Federal Contacts *
No contacts have been selected.
[View/Edit](#)

Recipient Information/Application Details * No recipients have been selected.
[Add New](#)

Mission Goals Information * No mission goals have been selected.
[View/Edit](#)

A minimum of one search criteria must be entered when searching for contacts. The user can search by First Name, Last Name, Org Name, Street, City, State, Zip, Phone or Email. Remember, all Grants Online Federal and Grantee contacts that meet the specified criteria will be returned when the search is executed.

2. Enter the search criteria for the Federal Contact and click the **Search** button.

Noncompetitive RFA Details

RFA Header Information			
Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Federal Program Office – Create a Universal RFA

- Click the check box next to the name of the person you wish to identify as the Federal Contact.

Search Results

10 items found, displaying all items.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/>	Grants Student20	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student21	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input checked="" type="checkbox"/>	Grants Student22	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student23	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student24	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m

- Click the **Add to RFA** button at the bottom of the screen.

Search Results

10 items found, displaying all items.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/>	Grants Student20	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student21	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input checked="" type="checkbox"/>	Grants Student22	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student23	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student24	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Ms. Grants Student25	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@m
<input type="checkbox"/>	Grants Student26	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-444-2112	testemail@m
<input type="checkbox"/>	Grants Student27	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-444-2112	testemail@m
<input type="checkbox"/>	Grants Student28	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-444-2112	testemail@m
<input type="checkbox"/>	Grants Student29	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-444-2112	testemail@m

Add to RFA

- If the user needs to add another contact, complete steps 2-4 again. If the user made a mistake and wants to remove a Federal Contact, click the check box next to the person's name and click the **Remove from RFA** button. The user must then complete steps 2-4 to select another Federal Contact.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Office:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search

Search Results

Nothing found to display.

Add to RFA

Selected Contacts for this RFA

One item found.1

<input checked="" type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/>	Grants Student22	GOT One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143	301-555-1212	testemail@m

Remove from RFA (If appropriate)

6. When the user is satisfied with the selected contact(s), s/he should click the **Done** button.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search

Search Results

Nothing found to display.

Add to RFA

Selected Contacts for this RFA

One item found.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/>	Grants Student22	GOT One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143	301-555-1212	testemail@ms

Remove from RFA

Done

Recipient Information/Application Details

1. Click the **Add New** link to specify the Recipient Information/Application Details.

The screenshot shows a form with several sections:

- Selected Federal Addresses ***: No addresses have been selected. [View/Edit](#)
- Selected Federal Contacts ***: No contacts have been selected. [View/Edit](#)
- Recipient Information/Application Details ***: No recipients have been selected. [Add New](#) (highlighted with a red box)
- Mission Goals Information ***: No mission goals have been selected. [View/Edit](#)
- Application Routing ***: No Program Officers are assigned to receive applications. Radio buttons for Workload (selected) and State. [View/Edit](#)

2. Click the **Search** button to specify the recipient organization. The user cannot type in the grey shaded box; it is a search only field.

The screenshot shows the **Noncompetitive RFA Details** form. The **RFA Header Information** section contains the following data:

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

The **Recipient Information** section has a grey shaded search field with a **Search** button (highlighted with a red box) and **Save** and **Cancel** buttons at the bottom.

3. Specify one search criterion; typically, the Organization Name. The user may also enter the Address-City, DUNS Number, Employee Identification Number (EIN), or the Address-State. Remember, if more than one criterion is entered, the user is asking the system to match all parameters specified.
4. Click the **Search** button.

The screenshot shows the **Select Organization** form with the following fields:

- Organization Name:
- Address-City:
- DUNS Number:
- EIN Number:
- Address-State:

Buttons: **Search** (highlighted with a red box), **Cancel**. Below the buttons is a link: [Add a new organization >>](#) and the text: "Nothing found to display."

- Click the **Select** button next to the organization for which you were searching. To add another organization, the user should repeat steps 2-5.

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

DUNS Number

EIN Number

Address-State

Search **Cancel**

[Add a new organization >>](#)

755 items found, displaying 1 to 100.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Org ID	Name	Bureau	Address	DUNS	DUNS+ EIN	Case Code	ASAP Id	Active
Select	1002541	Acadia University		University Ave, Wolfville, NS, 00 BOP-1X0 CAN - Canada					true
Select	1001086	Alaska Pacific University	NOAA	4101 University Dr., ANCHORAGE, AK 99508-4672 USA	076637636	920023588			true
Select	1000609	Alcorn State University	NOAA	1000 ASU Drive, #369, Alcorn State, MS 39096 USA		646000013			true
Select	2001648	Alfred University	NOAA	One Faxon DR., Alfred, NY 14802 USA	172257412	160743900			true
Select	1004026	American University		4400 Massachusetts Avenue, NW Hurst Hall 105, Washington, DC 20016-8002 USA					true

- If the sought after organization is not among the information returned from the search the user needs to add that organization. To do so, click the **Add a New Organization** link.

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

DUNS Number

EIN Number

Address-State

Search **Cancel**

[Add a new organization >>](#)

Nothing found to display.

Federal Program Office – Create a Universal RFA

- When the screen below displays; complete data entry for the mandatory data fields (indicated by a red asterisk). Until approval, the organization is provisional.

Add Organization

*****PROVISIONAL ORGANIZATION*****

Description

Organization Type *

Bureau *

Applicant Type

Organization Name *

Identification

Duns Number +4
(9 digit number)

EIN Number
(xx-xxxxxx)

MSI Code [Search MSI List](#)

Note: Addresses must match the physical and mailing addresses in the [SAM](#) for the associated FFATA DUNS.
The Physical Address is the address used for searching and viewing throughout the system.

SAM Physical Address

Street Address *

City *

County

State * Zip *

Country *

Phone *

- After entering data for the image shown below, scroll to the bottom of the page and click the **Save** button to capture the changes and remain on the screen or click the **Save and Return to Main** button to capture the changes and continue working on the RFA.

High Risk Recipient Yes No

Date of Delinquent Federal Debt Review

Date of Outstanding Delinquent Review

Delinquent Debt Found Yes No

Name of Organization Debt Owed To

Delinquent Debt Amount

Is the Party excluded from Procurement/Non-Procurement Activities Yes No

Date of Check for Exclusion from Procurement/Non-Procurement Activities

Date Party was excluded from Procurement/Non-Procurement Activities

Is the Recipient Current in A-133 Submission? Yes No

Last Submission Date

Report Extension Date

Recipient Fiscal Year End Date

CAGE CODE:

SAM EXPIRATION DATE:

Please press 'Save' before you add attachments

- When satisfied that the correct organization(s) has/have been selected, click the **Save** button.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Recipient Information

Recipient * American University

[Search](#)

[Save](#) [Cancel](#)

- On the subsequent screen, click the **Save and Return to Main** button.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Recipient Information

Recipient * American University

[Search](#)

Notification Contacts

No contacts have been selected.
[Add/Edit](#)

Expected Applications

Nothing found to display.
[Add/Edit](#)

[Save](#) [Save and Return to Main](#)

- If the user wishes to notify prospective applicants of the Funding Opportunity via Grants Online, s/he should specify that person's contact information using the Notification Contacts header. Click the **Add/Edit** link.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Recipient Information

Recipient * American University

[Search](#)

Notification Contacts

No contacts have been selected.
[Add/Edit](#)

Expected Applications

Nothing found to display.
[Add/Edit](#)

[Save](#) [Save and Return to Main](#)

Federal Program Office – Create a Universal RFA

12. The user can either search for an existing contact –*or*– enter information for a new contact. To search for an existing contact, enter information for the First Name, Last Name, Street, City, State, Zip, Phone, or Email and click the **Search** button. To enter information for a new contact, click the **Add New Contact** link.

The screenshot shows a web form titled "Search Contacts". At the top, it displays "Org Name: Inter American University of Puerto Rico, Inc.". Below this are input fields for "First Name:", "Last Name: student", "Street:", "City:", "State:", "Zip:", "Phone:", and "Email:". A red box highlights the "Search" button. Below the search fields, there is a section titled "Selected Contacts for this Recipient" with the text "No contacts have been selected." and a red box around the "Add New Contact >>" link. At the bottom, there is a blue button labeled "Save and Return to Main".

13. If the user opts to add a contact, enter data for the mandatory data elements (indicated by a red asterisk) and click the **Save** button to retain the contact's information. The default User Role is Recipient User; specify an alternate User Role if appropriate.

The screenshot shows a web form titled "Create Recipient User" for the organization "NOAA - 2001754 - American Association for the Advancement of Science". The form is divided into several sections: "User Profile" with fields for Prefix (Ms.), First Name (* Sally), Middle Name (K.), Last Name (* Ride), and Suffix (None); "User Role" set to "Recipient User"; and "Address" with fields for Title, Street, City, State (Please select a state), Zip, Country, Email (* skride@gmail.com), Alternate Email, Phone (* 301.123.4567), Alternate Phone, and Fax. A red box highlights the "Save" button at the bottom left, and a "Cancel" button is next to it.

14. Click the **Save and Return to Main** button to continue data entry for the next data element.

Search Contacts
 Org Name: American Association for the Advancement of Science

First Name:

Last Name:

Street:

City:

State:

Zip:

Phone:

Email:

[Search](#)

Selected Contacts for this Recipient

Contact Name	Address/Phone	Email	Action
Ride, Ms. Sally K., , ,	301.123.4567	skride@gmail.com	Remove

[Add New Contact >>](#)

[Save and Return to Main](#)



NOTE: See page 51 for an example of the email that will be sent to prospective applicants.

15. The next data element, Expected Applications, is used to compile reports for management. Click the **Add/Edit** link to specify the Expected Applications.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Recipient Information
 Recipient *
[Search](#)

Notification Contacts
 No contacts have been selected.
[Add/Edit](#)

Expected Applications
 Nothing found to display.
[Add/Edit](#)

[Save](#) [Save and Return to Main](#)

Federal Program Office – Create a Universal RFA

16. When the screen below appears, click the **Add New** link.

Noncompetitive RFA Details

RFA Header Information

Document ID: 2256808	CFDA Number: 11.999
Announcement Type: Initial	SubProgram:
Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003551	Assigned Program Office: GOT One Commerce Program Office (OCPO)
Line Office: Grants Online Training (GOT)	Assigned Program Officer: Ms. Grants Student25
RFA Name: test 0508	RFA Type: Noncompetitive
Fiscal Year: 2014	Publication Date: Not Published

Expected Applications

Nothing found to display.

Total Estimated Federal Funding: \$0.00
Total Estimated Non-Federal Funding: \$0.00

[Add New >>](#)

17. After entering data for the mandatory fields displayed on the screen below, click the **Save** button.

Noncompetitive RFA Details

RFA Header Information

Document ID: 2256808	CFDA Number: 11.999
Announcement Type: Initial	SubProgram:
Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003551	Assigned Program Office: GOT One Commerce Program Office (OCPO)
Line Office: Grants Online Training (GOT)	Assigned Program Officer: Ms. Grants Student25
RFA Name: test 0508	RFA Type: Noncompetitive
Fiscal Year: 2014	Publication Date: Not Published

Expected Application

Application Subject: *

Estimated Federal Funding: *

Estimated Non-Federal Funding: *

Expected Application Receipt Date: *

Expected to GMD Date: *

18. On the next screen that displays, click the **Done** button.

Noncompetitive RFA Details

RFA Header Information

Document ID: 2256808	CFDA Number: 11.999
Announcement Type: Initial	SubProgram:
Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003551	Assigned Program Office: GOT One Commerce Program Office (OCPO)
Line Office: Grants Online Training (GOT)	Assigned Program Officer: Ms. Grants Student25
RFA Name: test 0508	RFA Type: Noncompetitive
Fiscal Year: 2014	Publication Date: Not Published

Expected Applications

One item found.1

Application Subject	Estimated Federal Funding	Estimated Non Federal Funding	Expected Application Receipt Date	Expected to GMD Date	Action
New Grant	\$500.00	\$500.00	10/01/14	12/15/2014	Edit Delete

Total Estimated Federal Funding: \$500.00
Total Estimated Non-Federal Funding: \$500.00

[Add New >>](#)

The Non-Competitive RFA Details screen displayed below reflects the sections for which we have specified data. Specifically, the RFA Header Information (# 1), the Selected Federal Addresses and Selected Federal Contacts (# 2), and the Recipient Information/Application Details (# 3).

Advance to the next page to specify the Mission Goals Information (# 4)

RFA Details

RFA Header Information # 1

Document ID: 2256808

RFA Name *: test 0508

Fiscal Year *: 2014 (YYYY)

Announcement Type: I

Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003551

Line Office: Grants Online Training (GOT)

Assigned Program Office *: GOT One Commerce Program Office (OCPO)

Assigned Program Officer *: Student25, Grants

CFDA Number *: 11.999 - Grants Online Training Program

SubProgram: -Select a Sub Program-

RFA Type *: Noncompetitive

RFA Additional Information

Anticipated Funding Amount for: \$0.00

All Recipients*

Application Due Date*: 08/10/2014 Time* (HH:MM) 05:00 PM Eastern

(MM/DD/YYYY)

Anticipated Award Date(MM/DD/YYYY) 10/01/2014

Selected Federal Addresses # 2

Organization	Street Address	City, State, Zip
Southwestern Indian Polytechnic Institute	P.O. Box 10146-9169	Albuquerque, NM 87184

[View/Edit](#)

Selected Federal Contacts # 2

Contact Name	Phone	Address	Email
Grants Student22	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@msg2.rdc.noaa.gov

[View/Edit](#)

Recipient Information/Application Details # 3

Recipient Name	Actions
American University	Edit Delete

[Add New](#)

Mission Goals Information # 4 * No mission goals have been selected.

[View/Edit](#)

Application Routing # 4

No Program Officers are assigned to receive applications

Workload State [View/Edit](#)

Mission Goals Information

1. To specify the Agency's Mission Goals, click the **View/Edit** link beneath the Missions Goals Information* header.

Selected Federal Addresses *

Organization	Street Address	City, State, Zip
Fisheries Southwest Region Program Office (SW)	501 WEST OCEAN BVLD	Long Beach, CA 90802-4213

[View/Edit](#)

Selected Federal Contacts *

Contact Name	Phone	Address	Email
Grants Student15	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@msg2.rdc.noaa.gov

[View/Edit](#)

Recipient Information/Application Details * No recipients have been selected.
[Add New](#)

Mission Goals Information * No mission goals have been selected.
[View/Edit](#)

2. As a part of the RFA definition process, the user must select at least one of the options available for his/her agency. More than one Mission Goal can be selected. However, the user should first check with his/her Program Manager. When the user has specified at least one option, click the **Add to RFA** button.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	GOT One Commerce Program Office (OCPO)
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Officer:	Ms. Grants Student25
Line Office:	Grants Online Training (GOT)	RFA Type:	Noncompetitive
RFA Name:	test 0508	Publication Date:	Not Published
Fiscal Year:	2014		

[Guidance](#)

Available Mission Goals For this RFA

Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, and other impacts. ... more
<input type="checkbox"/> Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impact of weather, water, and other hazards. ... more
<input checked="" type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish. ... more
<input type="checkbox"/> Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and global climate change are increasing the vulnerability of coastal communities. ... more

[Add to RFA](#)

3. To remove a Mission Goal associated with the RFA, select the check box next to the item you would like to remove. Click the **Remove from RFA** button. The user must complete steps 1 & 2 to include another Mission Goal.

1 Selected Mission Goals for this RFA

Mission Goals Name	Mission Goals Description
<input checked="" type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish. ... more

[Remove from RFA \(If appropriate\)](#)

- When satisfied with the Selected Mission Goals, click the **Done** button to return to the previous screen.

Available Mission Goals For this RFA

Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, ... more
<input type="checkbox"/> Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat ... more
<input type="checkbox"/> Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and gl ... more

Add to RFA

1 Selected Mission Goals for this RFA

Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish ... more

Remove from RFA

Done

Application Routing

Selection of an Application Routing* method is mandatory for each Non-Competitive RFA. The routing method determines who processes an application as it is received by the Agency. The user can specify either Workload or State as the routing method. When one routing method is selected, the other routing method is disabled (there can only be one routing method per RFA). If the incorrect routing method is selected, the user must clear all selections and save the changes. At this point, the user has a clean slate (relative to the routing method) and has the opportunity to specify a new routing method.

1. Select either Workload or State for the routing method.
 - a. Workload: The user selects one or more individuals to receive the applications submitted. The applications will be distributed to the selected individuals on a round robin basis – in the order displayed on the Workload routing screen.
 - b. State routing: Allows the user to create groups by state. The user can identify a single state, or a group of states that comprise a group. The user can stipulate the Program Officer(s) who will receive the applications submitted from the states in that group.
2. When the user has selected a routing method (Workload or State), s/he should click the **View/Edit** link.



NOTE: Whoever completes the task of approving the Minimum Requirements for an application “owns” the application. That FPO will also receive assignments to complete the following tasks: Conduct Negotiations; complete the PO Checklist, the Procurement Request (CD-435), and the NEPA Document (NOAA, EDA and NTIA only). As appropriate, the user may reassign ownership (as determined by user role and access rights) of the application and its associated documents.

Upon selecting the Application Routing* method, follow the appropriate series of steps:

- Workload Application Routing → steps 3-6
- State Application Routing → steps 7-15

- From the list of Available Users, select the name of the person you would like to receive the application; click the double arrowheads that point to the right [>>]. To select more than one person, select the next name and click on the double arrowheads that point to the right. Repeat the process as many times as is necessary. As an alternative, the user can use the CTRL or SHIFT keys to select multiple names.

Noncompetitive RFA Details

RFA Header Information			
Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Application Routing Configuration Method: Workload

Available Users

- FPOSpec, Grant
- Holt, Ana
- Student00, Grants
- Student01, Grants
- Student02, Grants
- Student03, Grants
- Student04, Grants
- Student05, Grants
- Student06, Grants

<<

>>

>>

Selected Users to receive applications for this competition ★

★ Header will be corrected in a future release to indicate **Selected Users to Receive Applications for this Funding Opportunity**.

- The selected name(s) will now display in the **Selected Users to Receive Applications for this Funding Opportunity** column. Remember, if the user identifies more than one individual, the application is routed in a round robin fashion.

Noncompetitive RFA Details

RFA Header Information			
Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Application Routing Configuration Method: Workload

Available Users

- Student15, Grants
- Student16, Grants
- Student17, Grants
- Student18, Grants
- Student19, Grants
- Student20, Grants
- Student21, Grants
- Student22, Grants

<<

>>

>>

Selected Users to receive applications for this competition ★

- Student25, Grants
- Student23, Grants

- If a user's name is selected in error, highlight the name and click the double arrowheads that point to the left [**<<**]. This action moves a name from the **Selected Users to Receive Applications for This Competition** column to the **Available Users** column.
- When the user has completed his/her selection click the **Save and Return to Main** button. This action will return the user to the Non-Competitive RFA Details screen. If the user clicks the **Cancel** button, the information entered will not be saved and the user will return to the previous screen. If Workload is selected as the routing method, the remaining steps in this section are not available. Advance to step 17.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Application Routing Configuration Method: Workload

Available Users

- Student15, Grants
- Student16, Grants
- Student17, Grants
- Student18, Grants
- Student19, Grants
- Student20, Grants
- Student21, Grants
- Student22, Grants

<<

>>

Selected Users to receive applications for this competition ★

- Student25, Grants
- Student23, Grants

Save and Return to Main
Cancel

- If the user selected State and clicks the **View/Edit** button, the following screen displays. Click the **Add New** link to enter the states that should be included in the first group. It is to the group(s) that is (are) defined and subsequently selected, that the RFA will be routed.

Application Routing Configuration Method: State

No state routing groups have been created

Add New

Cancel

Save and Return to Main

- The Routing Group Name* is a mandatory field. Specify the states that should be included in a group and the users from the states in that group will receive the application(s) for those states. Identify the Selected States and the Selected Users by moving data from the Available States column and the Available Users column. The double arrowheads that point to the right [**>>**] add data; the double arrowheads that point to the left [**<<**] remove data.

- Click the **Save** button to retain changes and return to the previous section; click the **Cancel** button to exit without saving the data.

- Applications from states in the Routing Group will go to the Federal Program/Project Officer(s) assigned to that group. The FPO will complete the Minimum Requirements Checklist for the submitted application(s). Each application will be distributed in a round robin method to individuals that comprise the routing group.



Warning!

Specify **all** possible states that might submit an application. Applications received from states not included in any group are routed to the Assigned Program Manager.

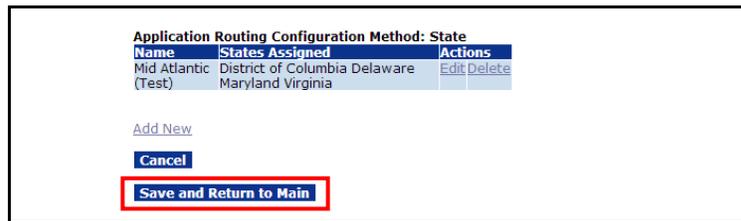
- As shown in the screen image below, one Routing Group has been defined. Click the **Edit or Delete** link to make changes to or delete a group.
- Click the **Add New** link to specify another Routing Group.

Name	States Assigned	Actions
Mid Atlantic (Test)	District of Columbia Delaware Maryland Virginia	Edit Delete

- When the user defines another Routing Group, the states that were specified in the earlier group(s) are not available for inclusion in the new group.
- Follow steps 8 & 9 to create another Routing Group.

Federal Program Office – Create a Universal RFA

15. After specifying all necessary groups, click the **Save and Return to Main** button.



Name	States Assigned	Actions
Mid Atlantic (Test)	District of Columbia Delaware Maryland Virginia	Edit Delete

Add New

Cancel

Save and Return to Main

16. When the user returns to the RFA Details screen, if s/he used State Application Routing (steps 7-15) the Workload option is disabled.



Application Routing

Name
FPOSpec, Grant
Student25, Grants
-- Workload (Disabled) * State View/Edit

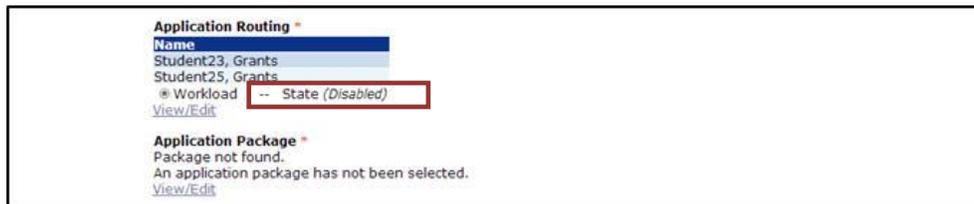
Application Package
Package not found.
An application package has not been selected.
View/Edit

Minimum Requirements

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application

View/Edit

17. When the user returns to the RFA Details screen, if s/he used Workload Application Routing (steps 3-6) the State option is disabled.



Application Routing

Name
Student23, Grants
Student25, Grants
* Workload -- State (Disabled) View/Edit

Application Package
Package not found.
An application package has not been selected.
View/Edit

Minimum Requirements

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application

View/Edit

Application Package

Using the steps detailed in this section, the user specifies the type(s) of forms the applicant must submit as part of his/her application package. If the user requires an additional form that is not among the available Grants Online templates, s/he should contact the Help Desk.

1. Scroll down the screen to the Application Package* header. Click the **View/Edit** link.

Application Routing *
Name
 Student23, Grants
 Student25, Grants
 Workload -- State (Disabled) [View/Edit](#)

Application Package *
 Package not found.
 An application package has not been selected.
[View/Edit](#)

Minimum Requirements *
Priority/Requirement Name
 1 Received on Time
 2 Correct Federal Funding
 3 Correct Match
 4 Complete Application
 5 Maximum Grant Amount
[View/Edit](#)

Special Award Conditions
 No Special Award Conditions are associated with this RFA.
[View/Edit](#)

2. Select a Form Family* from the 1st dropdown menu. Currently only the SF-424 Form Family has associated templates.
3. Select a Template* from the 2nd dropdown menu. Legacy templates are inactive and will produce an error message.

Application Package

Select a Form Family : *

Select a Template : *

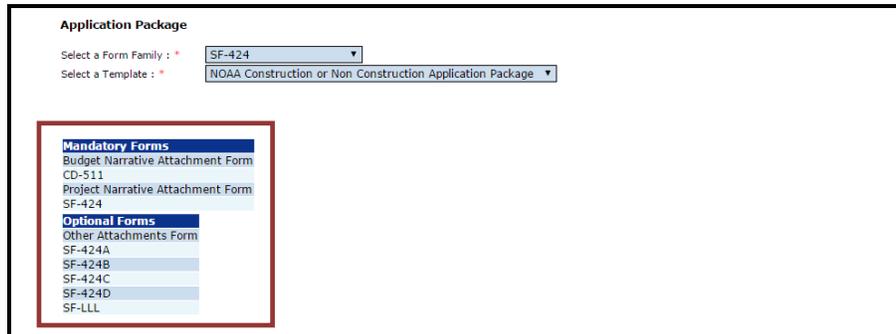
Inactive Template

Mandatory Forms
 CD-511
 SF-424
 SF-424B

Optional Forms
 Other Attachments Form
 SF-LLL

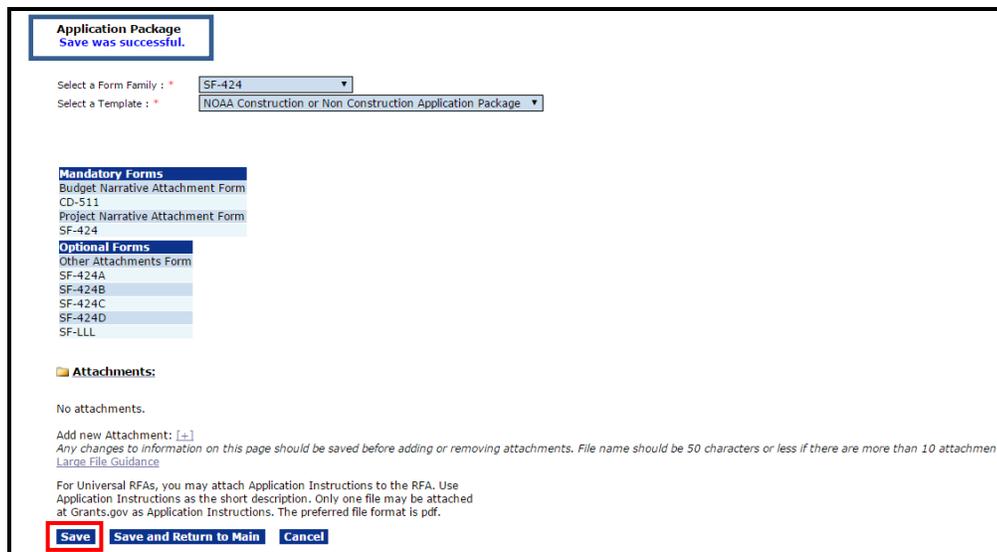
Federal Program Office – Create a Universal RFA

- When the user has selected the appropriate options, a list of mandatory forms and the optional forms is visible at the bottom of the screen.



The screenshot shows the 'Application Package' form. At the top, there are two dropdown menus: 'Select a Form Family' with 'SF-424' selected and 'Select a Template' with 'NOAA Construction or Non Construction Application Package' selected. Below these is a red-bordered box containing a list of forms. The list is divided into two sections: 'Mandatory Forms' and 'Optional Forms'. The 'Mandatory Forms' section includes 'Budget Narrative Attachment Form CD-511' and 'Project Narrative Attachment Form SF-424'. The 'Optional Forms' section includes 'Other Attachments Form', 'SF-424A', 'SF-424B', 'SF-424C', 'SF-424D', and 'SF-LLL'.

- Click the **Save** button at the bottom of the screen. The **Save was Successful** message confirms a Form Family and a Template have been associated with the RFA.



The screenshot shows the 'Application Package' form after a successful save. At the top, there is a blue box with the text 'Application Package Save was successful.'. Below this, the same dropdown menus are visible. The list of forms is still present. At the bottom of the form, there is a section for 'Attachments' with the text 'No attachments.' and a link to 'Add new Attachment: [+]' with a note about file names. At the very bottom, there are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'. The 'Save' button is highlighted with a red border.

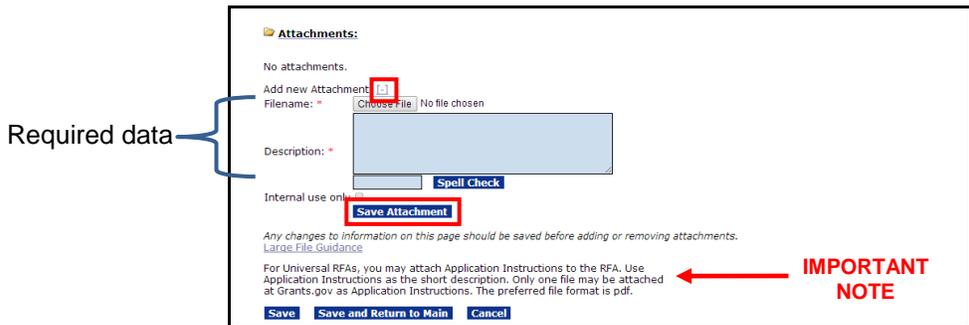


NOTE: When an Application Package is submitted via Grants.gov, there isn't a check to ensure the optional forms have been included with the application. Without the optional forms, an application is incomplete and will not pass the Minimum Requirements evaluation.

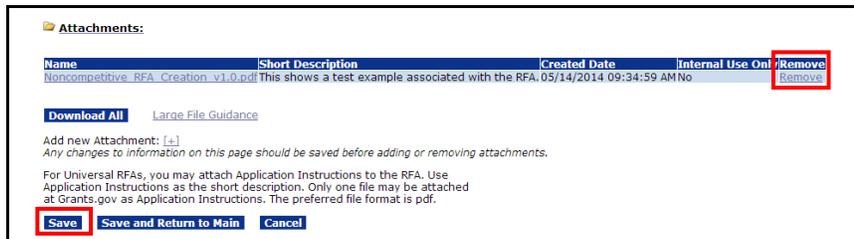
- Reference the note at the bottom of the screen, “For Universal RFAs, you may **attach Application Instructions to the RFA.....**”

To include an additional document with the RFA click the **[+]** sign next to the phrase “Add New Attachment.”

When mandatory data (indicated by the red asterisk) is specified, click the **Save Attachment** button.



- If the user opts to include an attachment, the image in the screen shot below displays. When finished adding the attachment, click the **Save and Return to Main** button. If the user selects the **Cancel** button, the attachment is not automatically discarded – it has already been saved. The user must click the **Remove** link beside the attachment name to disassociate it with the RFA.





NOTES:

- Nearly all non-construction funding opportunities have a standard Application Package consisting of: SF-424, SF-424A, SF-424B and CD-511.
- For a construction package, the SF-424C and SF-424D would be used in lieu of SF-424A and SF-424B.
- The SF-LLL is an optional form. However, certain applicants must include this form with the Application Package.
- A standard Application Package includes project narrative and budget narrative files. These are not forms; they are whatever type of document the applicant wishes to upload.
- If a relevant (necessary) form is not included among the available Grants Online templates, please contact the Help Desk for assistance.

Minimum Requirements

A standard set of Minimum Requirements is automatically defined. The system default Minimum Requirements can be modified or deleted for each RFA. The FPO identifies the initial requirements each applicant must meet to merit further consideration for an award.

1. Before the user clicks any of the hyperlinks, click the **Save** button at the bottom of the screen.
2. Click the **View/Edit** link below the Minimum Requirements* header.

Minimum Requirements *

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application

[View/Edit](#)

Special Award Conditions
No Special Award Conditions are associated with this RFA.
[View/Edit](#)

Matching Requirements
No Matching Requirements have been defined.
[View/Edit](#)

Review Events No review events have been defined.
[Add New >>](#)

Attachments:
No attachments.
Add new Attachment: [+](#)
Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

Save **RFA Routing Slip – Start Workflow** **Cancel**

3. To view or edit a requirement, click the **Edit** link.
4. To delete a requirement, click the **Delete** link.
5. To add a new requirement click, the **Add New** link.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Received on Time	Edit Delete
2	Correct Federal Funding	Edit Delete
3	Correct Match	Edit Delete
4	Complete Application	Edit Delete

[Reorder](#)
[Add New >>](#)
Done

Federal Program Office – Create a Universal RFA

6. Enter the Requirement Name*.
7. Enter the Requirement Description*.
8. Click the **Save** button to add a Minimum Requirement to the list. The user may click the **Cancel** button to go back to the previous page; changes made on the page will not be saved.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Add Minimum Requirement

Name: *

Description: *

9. The system returns to the Selected Minimum Requirements page, where the user can add a new requirement (use the **Add New** link), reorder existing requirements (use the **Reorder** link), or click the **Done** button to continue working on the RFA.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Received on Time	Edit Delete
2	Correct Federal Funding	Edit Delete
3	Correct Match	Edit Delete
4	Complete Application	Edit Delete
5	Maximum Grant Amount	Edit Delete

[Reorder](#)
[Add New >>](#)

10. When the user clicks the **Done** button, the system returns to the Non-Competitive RFA Details screen.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Received on Time	Edit Delete
2	Correct Federal Funding	Edit Delete
3	Correct Match	Edit Delete
4	Complete Application	Edit Delete
5	Maximum Grant Amount	Edit Delete

[Reorder](#)
[Add New >>](#)

Done

Special Award Conditions

This section provides instructions to create the Special Award Conditions (SACs); SACs are optional. When the user associates a SAC with a RFA, s/he should be cognizant that the SAC will be applied to **every** application that is processed using that RFA. After the RFA is published, the SAC can only be disassociated from the RFA with assistance from the Help Desk.

If the RFA does not require a SAC, advance to page 43.

1. To specify the Special Award Conditions, click the **View/Edit** link beneath the Special Award Conditions header.

Special Award Conditions
No Special Award Conditions are associated with this RFA.
[View/Edit](#)

Matching Requirements
No Matching Requirements have been defined.
[View/Edit](#)

2. Click the **Create from Scratch** link.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions
No available Special Award Conditions found.

[Done](#)

3. Enter the Name*.

4. Enter the Description*.

Special Award Condition Details

Name: *

Description: *

[Spell Check](#)

5. Click the **Save** button to capture the changes and remain on this screen. If this option is selected, the user will also have to complete step 6 to return to the previous screen.
6. Click the **Done** button to capture the changes and return to the previous screen.
7. Click the **Cancel** button to leave the screen without saving any changes.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Special Award Condition Details

Name: *

Description: *

This is where the user enters any special conditions that should be associated with the RFA.

Step 5 → **Save** **Done** **Cancel** ← Step 7

Step 6 ↓

8. When the user completes steps 5 & 6 or step 6, there is now a Special Award Condition associated with the RFA. If the user would like to edit the SAC, click the **Edit** link. If s/he wants to delete the SAC, click the **Delete** link. Finally, if the user clicks the **Template** link, s/he is presented with a copy of the existing template that can be used for a new SAC based upon the same RFA. The user should modify the Name and the Description of the new SAC.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
Special Award Condition #1	This is where the user enters any special conditions that should be associated with the RFA.	Edit Delete Template

Federal Program Office – Create a Universal RFA

9. The user can specify additional Special Award Conditions. To do so, repeat steps 2-6 as many times as is appropriate. If the user clicks the link under the **Name** column header a “View Only” version of the SAC is visible. In this example, the SAC is entitled **Special Award Condition #1**.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
Special Award Condition #1	This is where the user enters any special conditions that should be associated with the RFA.	Edit Delete Template

10. When the final SAC is created, click the **Done** button to return to the previous screen and continue creating the RFA.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	05/20/2014

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
Special Award Condition #1	This is where the user enters any special conditions that should be associated with the RFA.	Edit Delete Template

Done

Matching Requirements

This section allows the user to specify whether there is a mandatory match for applications being submitted under the RFA. If the RFA does not require a match, skip to page 45.

1. Scroll down the screen to the Matching Requirements header. Click the **View/Edit** link.

Minimum Requirements *

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application
5	Maximum Grant Amount

[View/Edit](#)

Special Award Conditions
No Special Award Conditions are associated with this RFA.
[View/Edit](#)

Matching Requirements
No Matching Requirements have been defined.
[View/Edit](#)

Review Events No review events have been defined.
[Add New >>](#)

Attachments:
No attachments.

2. Click the **Add New** link to create a Matching Requirement for the RFA.

Noncompetitive RFA Details

RFA Header Information			
Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Matching Requirements

Statutory Authority	Minimum Cost Share (%)	Maximum Cost Share (%)	Edit	Delete
Add New >>				
Done				

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3. Specify the Statutory Authority*.
4. Specify the Minimum Cost Share (%)*.
5. Specify the Maximum Cost Share (%)*.
6. Click the **Save** button.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Matching Requirement
Statutory Authority : *

Minimum Cost Share (%): *

Maximum Cost Share (%): *

Save **Cancel**

7. There is now a Matching Requirement associated with the RFA. If you would like to edit the requirement, click the **Edit** link. If you wish to delete the Matching Requirement, click the **Delete** link.
8. The user may also click the **Add New** link to specify an additional Matching Requirement. Click the **Done** button when finished entering Matching Requirements.

Noncompetitive RFA Details

RFA Header Information

Document ID:	2256808	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003551	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	test 0508	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Matching Requirements

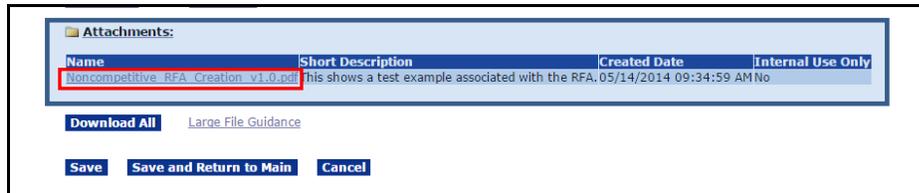
Statutory Authority	Minimum Cost Share (%)	Maximum Cost Share (%)	Edit	Delete
16 USC	5	30	Edit	Delete

[Add New >>](#)

Done

Attachments

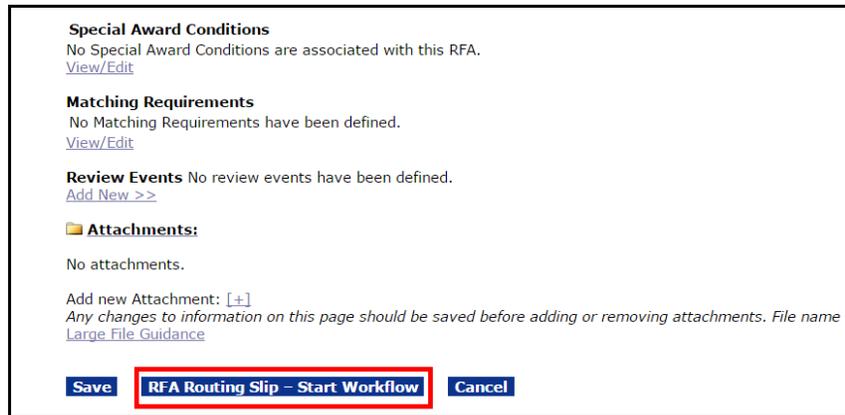
If the user has included an attachment from earlier steps, a link for the attachment is visible on the screen. When the user clicks the **Name** link, the attachment is downloaded to the user's computer. If an attachment has not been added, there will not be any links under the Attachments header.



Specify an Optional Reviewer

When the user has entered data for all mandatory fields and any relevant optional fields, review and verify the accuracy of the information entered on the Non-Competitive RFA Details page.

1. When satisfied that information is complete and accurate and the RFA is ready for publication/posting, click the **RFA Routing Slip – Start Workflow** button at the bottom of the screen.



Special Award Conditions
No Special Award Conditions are associated with this RFA.
[View/Edit](#)

Matching Requirements
No Matching Requirements have been defined.
[View/Edit](#)

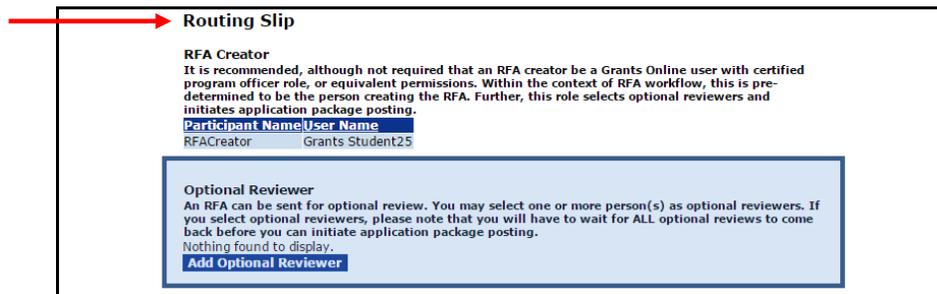
Review Events No review events have been defined.
[Add New >>](#)

Attachments:
No attachments.

Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments. File name s
[Large File Guidance](#)

[Save](#) **RFA Routing Slip – Start Workflow** [Cancel](#)

2. The screen image below displays the Routing Slip. If appropriate, the user can add one or more Optional Reviewers. If not, advance to step 7.



Routing Slip

RFA Creator
It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.
[Participant Name](#) [User Name](#)
RFACreator Grants Student25

Optional Reviewer
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.
Nothing found to display.
[Add Optional Reviewer](#)



NOTES: The Optional Reviewer is the only customizable portion of the RFA Routing Slip. The RFA Creator is copied from the RFA details. The Non-Competitive RFA does not require review by the Grants Specialist or Federal Assistance Law Division (FALD). If the user would like staff from either of those two groups to review the RFA, s/he should specify that individual as an optional reviewer.

When the RFA Routing Slip is finalized and the workflow starts, the Routing Slip can only be modified with assistance from the Grants Online Help Desk.

- Click the **Add Optional Reviewer** button.

Routing Slip

RFA Creator
It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.

Participant NameUser Name
RFACreator Grants Student25

Optional Reviewer
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

Add Optional Reviewer

RFA Publisher
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

- To locate an optional reviewer, enter one or more items for the search criteria. If the user specifies search criteria for more than one field, the system will attempt to match all criteria specified. To improve the chances for a match, specify a broader (fewer items) search criteria. Click the **Search** button to initiate the search.

Search Users

Please leave all fields empty to search for all results
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Search **Cancel**

Nothing found to display.

- The search returns a list of reviewers that match the specified search criteria. Click the **Select** link next to the person's name to include that person as an Optional Reviewer.

Search Users

Please leave all fields empty to search for all results
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Search **Cancel**

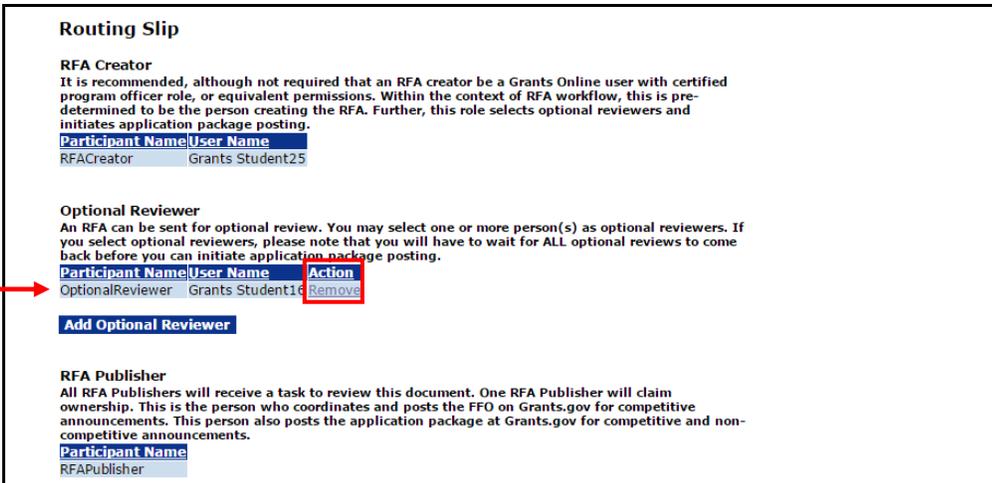
25 items found, displaying all items.1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Email
Select	2010906	Student16, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov
Select	2010903	Student13, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov
Select	2010902	Student12, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov

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- The designated optional reviewer's name is shown on the routing slip under the Optional Reviewer header. Repeat steps 3-5 as many times as is necessary to identify additional Optional Reviewers.

In this example, we have specified one (1) Optional Reviewer. Remember, if the user specifies more than one Optional Reviewer, the tasks for each reviewer must be completed before the application package can be posted. To remove the Optional Reviewer, click the **Remove** link.



Routing Slip

RFA Creator
It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.

Participant Name	User Name	Action
RFACreator	Grants Student25	

Optional Reviewer
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

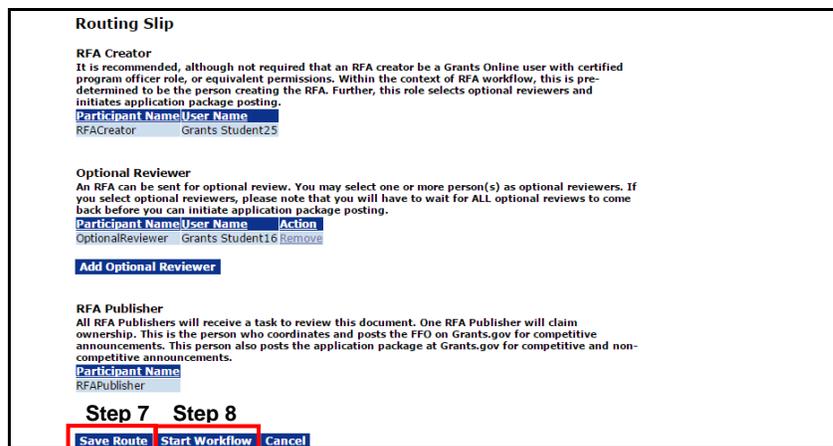
Participant Name	User Name	Action
OptionalReviewer	Grants Student16	Remove

Add Optional Reviewer

RFA Publisher
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

- Click the **Save Route** button at the bottom of the screen.
- Click the **Start Workflow** button at the bottom of the screen.



Routing Slip

RFA Creator
It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.

Participant Name	User Name	Action
RFACreator	Grants Student25	

Optional Reviewer
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Participant Name	User Name	Action
OptionalReviewer	Grants Student16	Remove

Add Optional Reviewer

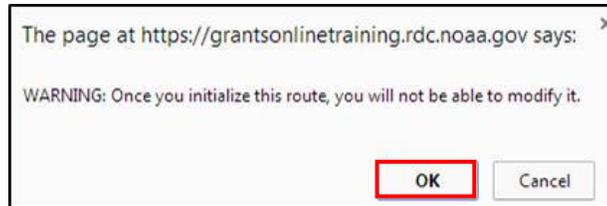
RFA Publisher
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

Step 7 **Step 8**

Save Route	Start Workflow	Cancel
------------	----------------	--------

9. A warning message indicates the user is about to start the Workflow process. After the user clicks the OK button, s/he will not be able to make modifications to the routing slip. Click the **OK** button to proceed.



10. The Funding Opportunity Number (FON) uniquely identifies the RFA. The FON can be used to search for and retrieve the RFA and its associated documents. Note, at this point the RFA has not been published.

Noncompetitive RFA Details			
RFA Header Information			
Document ID:	2259581	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003596	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	Test 082514	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	Not Published

Publish a Universal RFA (Post the RFA to Grants.gov)

1. Click the **View** link next to the RFA that is to be reviewed/approved. Prior to posting the RFA, the RFA Publisher will verify the accuracy of all information.

Your Tasks

Document Type: Status: [Apply Filter >>](#)

127 items found, displaying 1 to 100. [First/Prev](#) 1, 2 [Next/Last](#)

View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
View	N/A	Copy1 of Copy2 of Universal RFA 042914	01/09/2015	N/A	2592826	Approve or Review	Not Started	RFA	2275318		
View	N/A	Copy2 of Universal RFA 042914	01/09/2015	N/A	2592780	Approve or Review	Complete	RFA	2263351	01/09/2015	01/09/2015
View	N/A	Copy1 of RFA for 2014 Pacific Island Training Appl...	01/09/2015	N/A	2592774	Approve or Review	Complete	RFA	2263345	01/09/2015	01/09/2015

2. Select **Initiate Application Package Posting** from the Action dropdown menu and click the **Submit** button.

RFA

Id: 2263345
Status: ApproveOrReview - In Progress

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)
[View the routing slip >>](#)

3. A review of the Workflow History confirms the RFA Publisher has posted and published the RFA.

Workflow History

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User
Post Application Package	01/09/2015 05:11:41 PM	01/13/2015 01:05:54 PM	01/13/2015 01:05:54 PM	NOAA Grants Specialist	RFAPublisher	ApplicationPackagePosted	Complete	
Approve or Review	01/09/2015 05:10:10 PM	01/09/2015 05:11:41 PM	01/09/2015 05:11:41 PM	Grants Student25	RFACreator	InitiateApplicationPackagePosting	Complete	

Export options: [Excel](#)

Attachments:

Noncompetitive RFA Details

RFA Header Information

Document ID:	2263351	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	GOT-OCPO-2014-2003660	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	Copy2 of Universal RFA 042914	RFA Type:	Noncompetitive
Fiscal Year:	2014	Publication Date:	01/13/2015

- The RFA Creator should notify the prospective recipients the RFA has been published. Typically, along with the notification, the Funding Opportunity Number is included – the target audience needs that information to apply for funding using Grants.gov.

Select “Notify” from the Action dropdown menu and click the **Submit** button. The individuals who were notified of the funding opportunity should sign in to Grants.gov to apply.

The screenshot shows a web interface for an RFA. At the top, it says "RFA" followed by "Id: 2263351" and "Status: NotifyRecipients - In Progress". Below this is an "Action:" dropdown menu with "Notify" selected, and a red box highlights the "Submit" button next to it. Underneath is a "Your Comments:" text area. At the bottom of the text area, there is a character count "0 / 4000", a "Spell Check" button, and a "Save Comment" button. A link "View the routing slip >>" is also visible.

The email sent to prospective applicants is visible below.

The screenshot shows an email notification. The header includes: "From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)", "To: grant.applicant@gmail.com", "Date: Wednesday, December 10, 2014 8:54:40 AM", and "Subject: Notice of NOAA posting of Application Package at Grants.gov". The body of the email states: "This is an automated notification from NOAA Grants Online that an application package has been posted at Grants.gov and you have been selected by the posting Program Officer for notification. The Grants.gov URL is: <http://www.grants.gov>. If not registered for Grants.gov, please begin the registration process immediately. It can take up to 2 weeks to fulfill all the registration requirements. To retrieve an application package from the Grants.gov home page: 1. From the Grants.gov home screen, click the **Applicants** tab. 2. The user may click either the **Search for Grant Opportunities** link or the **Apply for a Grant Opportunity Today** link. 3. If the user selects the **Apply for a Grant Opportunity Today** link, click the **Download Application Package** button. 4. Enter the following Funding Opportunity Number: • NOAA-ONPO-2015-2001279 5. From the Actions column, click the **Select Application Package to Download** link. 6. The user should supply his/her email address so s/he can be notified of changes to the application before the closing date. If the user does not provide an email address, s/he cannot be apprised of changes to the application requirements. This limits his/her knowledge of **all** conditions that must be met to be selected for an award. 7. Click the **Download Application Instruction** link. 8. Click the **Download Application Package** link. 9. Complete the fillable pdf form and submit. Information on the NOAA Request for Applications (RFA): **RFA Name:** Generating Sample Notifications **Fiscal Year:** 2015 **CFDA Number:** 11.999 **Opportunity Number:** NOAA-ONPO-2015-2001279 **Agency:** National Oceanic and Atmospheric Administration **Opening Date:** 2014-12-10 10:54:01.0 **Pgm Office:** One NOAA Program Office (ONPO) **Pgm Officer:** Program Officer **Closing Date:** 2015-09-30 17:30:00.00 **NOTE:** Please contact the NOAA Program Officer for verification of when an application must be submitted for timely award processing. For further information contact: **Name:** Program Officer **Phone:** 301-555-1212 **Address:** 14th Street & Constitution Avenue, NW Washington, DC 20230 **Email:** federal.program.officer@noaa.gov



NOTE: The “Notify” task remains in the RFA Creator’s Inbox throughout the RFA’s lifecycle. This allows the RFA Creator to email potential new applicants and to access the View RFA Details and, if necessary, edit a limited number of sections of the RFA.

